

Crowley

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November 26, 2001

Michael H. Young
Senior Reports Analyst
Federal Election Commission
999 E. Street, NW
Washington, DC 20463

RE: ID #C00338954

Dear Mr. Young,

In response to your correspondence dated October 16 2001, be advised of our procedures for processing and requesting information associated with contributors.

First, all invitations or solicitations contain a clear and conspicuous request for contributor information as required by federal law. Depending on the event, either a response card or a cut off is provided asking for the name, address, occupation and employer of the contributor. Additionally, at all events, a volunteer who collects contributions has what we refer to as "compliance sheets". These "compliance sheets" are filled out by those contributors who did not fill out the response card or those who are paying at the door. (see enclosed).

Second, once all the contributions are entered into our database, it is determined whether or not the information is complete. If it is, our database program is set up to generate a thank you letter. If the information is not complete, the program will generate a "request for information letter" (see attached). This "request for information" has a self addressed stamped envelope with the return sheet. Once the information is returned it is placed in the appropriate folder to be updated in our database so that an amendment can be generated.

84-56 Grand Avenue • Elmhurst, New York 11373

Contributions are not tax deductible on Federal Tax returns. Federal law requires political committees to report the name, mailing address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year.

Paid for by Crowley for Congress